



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON MANNHEIM**  
**UNIT 29901**  
**APO AE 09086-9901**

IMEU-MAN-EEO

5 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 56, Equal Employment Opportunity Award Policy

1. Reference: AR 690-12, Equal Employment Opportunity (EEO) and Affirmative Action.
2. The EEO Awards Program recognizes unit and individual accomplishments in furthering the goals of the EEO program through effective leadership, skill, imagination, innovation, and perseverance. Nominations should be for actions that increase the diversity of the U.S. civilian workforce, or for actions to ensure a workplace free of prohibited discrimination. For example, an organization will be recognized for effective leadership by achieving a 100% rating for personnel attending EEO Prevention of Sexual Harassment (POSH) training. Recognition may be appropriate for an organization or individual that developed, initiated, or administered programs that resulted in significant improvements in the employment status of minorities, women, or individuals with disabilities. This awards program does not include military Equal Opportunity accomplishments, such as community observance programs.
3. Units or individuals may be nominated by anyone with knowledge of the accomplishments or contributions. The nomination form (enclosed) must be completed and endorsed by the first field grade officer in the chain of command, or GS-13 or above supervisor, to the United States Army Garrison (USAG) Mannheim EEO Office, Building 246, Room 116/117, Sullivan Barracks. The EEO Manager will recommend approval/disapproval of nominations and submit them to the EEO/Special Emphasis Program Committee for final action. Disapproved nominations will be returned through the endorsing official to the nominating official. Approved nominations will be forwarded to the EEO Office for use in preparing the appropriate award. Recognition will consist of certificates of achievement or appreciation, signed by the USAG Mannheim Garrison Commander. The EEO Office will ensure that awards are presented in an appropriate forum.
4. The EEO Office will prepare certificates for units/separate organizations that achieve a 100% training rate for U.S. civilian employee Prevention of Sexual Harassment/EEO Training for the fiscal year and forward them to the USAG Mannheim Garrison Commander for signature. These awards do not require approval of the EEO Committee.

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5. The proponent for this policy memorandum is the USAG Mannheim Equal Employment Opportunity Office, DSN 385-3785/CIV 0621-730-3785.

Encl

  
JEFFREY FLETCHER  
LTC, AG  
Commanding

DISTRIBUTION:

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**EQUAL EMPLOYMENT OPPORTUNITY  
AWARD NOMINATION FORM**

Name of unit/individual nominee: \_\_\_\_\_

Grade/position of nominee (if individual award):  
\_\_\_\_\_

Date(s) of accomplishment/contribution: \_\_\_\_\_

Description of accomplishment/contribution:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Name, unit and phone number of nominating official:  
\_\_\_\_\_  
\_\_\_\_\_Name, grade, title, and signature of endorsing official:  
\_\_\_\_\_  
\_\_\_\_\_

EEO recommendation: Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Reason for disapproval recommendation:  
\_\_\_\_\_  
\_\_\_\_\_

EEO/SEP Committee action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Signature of EEO Committee Chair: \_\_\_\_\_

Date: \_\_\_\_\_